

**State of Alaska
Division of Public Assistance
Child Care Program Office
Child Care Assistance Program**

Web Based Training (WBT) *Approved Relative Child Care Provider Orientation* Instructions

Individuals who have submitted an application to become an Approved Relative Child Care Provider are required to complete the *Approved Relative Child Care Provider Orientation* with a passing score and receive a certificate of completion. An applicant must make at least three attempts to complete the course with a passing score before contacting the CCPO or local CCA office, where the application was submitted, for additional instruction.

To access the WBT *Approved Relative Child Care Provider Orientation*, the applicant must go to the Health & Social Services Learning Management System located at www.learn.dhss.alaska.gov and:

1. Create an account with a username and password. You can access the orientation any time should you not complete it all at one time;
2. Select the *Approved Relative Child Care Provider Orientation* located under the heading, Public Assistance;
3. Complete the course and testing with a score of 60% or higher; and
4. Print the *DPA CCPO Approved Relative Child Care Provider Orientation Certificate of Completion* which will include your name and the date the certificate was issued.

The following pages provide you with step by step instructions on how to create an account and access the *Approved Relative Child Care Provider Orientation* as well as contact information if you need assistance with this process.



Create a new account on learn.dhss.alaska.gov:

1. From the homepage of www.learn.dhss.alaska.gov click on “Create new account”, as shown below:



2. Create your account:

a. Type a username for the account.

b. Type in a password.

(Password must be 7 characters long and include: 1 upper, 1 lower, 1 special character and 1 number).

c. Type in your email account.

d. Type in your first and last name

e. Type in city and country information

f. reCAPTCHA: Type the words from image in this case 1649

g. Select referring Division from dropdown menu.

h. Type your agency name. All CAPS, No Abbreviations. *(Our record keepsers thank you!)*

i. Click “Create my new account”

Choose your username and password

a. Username*

b. Password* Unmask

More details

c. Email address*

d. Email (again)*

e. First name*

f. Last name*

e. City/town

Country

f. reCAPTCHA ?

Enter the words above

Get another CAPTCHA

Get an audio CAPTCHA

More User Information

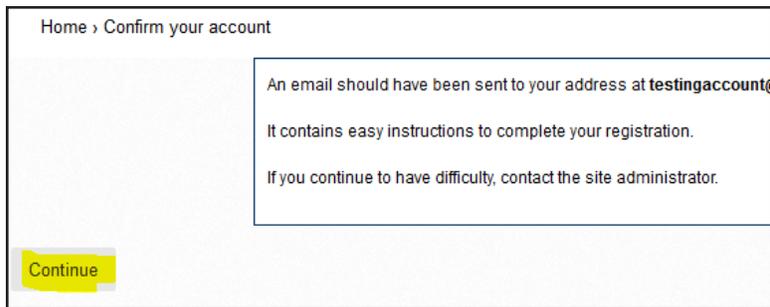
g. Referring Division*

h. Business Name*

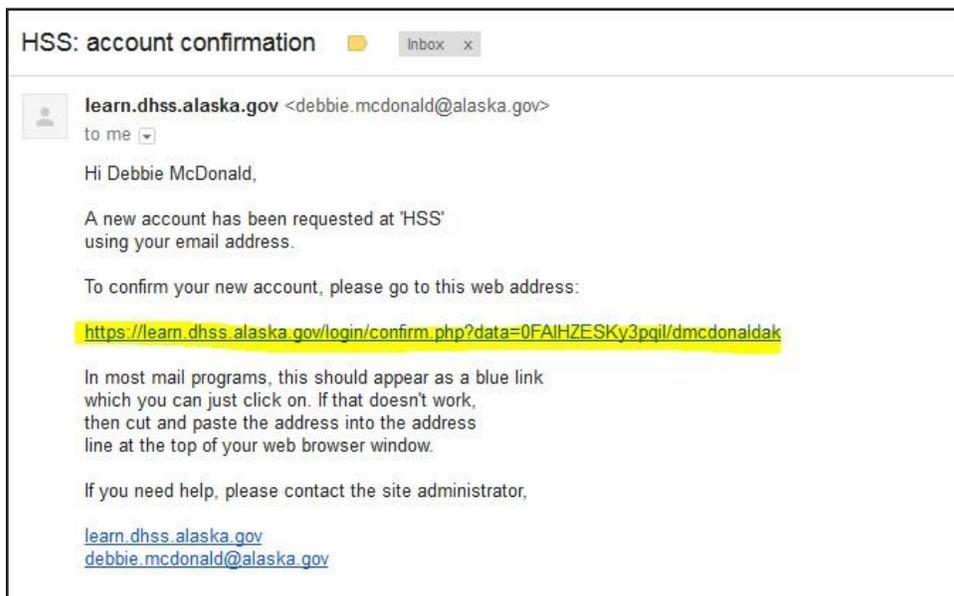
i.

3. Confirm your identity:

a. Click continue on the next screen as shown here:



b. Check your email account. An email confirming your information will be sent from the system. Click on the hyperlink included in the email as shown below:



c. Click Home:



5. From the front page of the site, Select the *Approved Relative Child Care Provider Orientation* located under the heading, **Public Assistance**;

For assistance creating or logging into an account, please contact:
debbie.mcdonald@alaska.gov